King, Valerie A.

From: Podraza, Ken F.
Sent: Monday, August 13, 2001 5:21 PM
To: King, Valerie A.
Subject: RE: Understanding Smoking and Health Review - Richmond Projects

Both dates are ok.
Ken

-----Original Message-----
From: King, Valerie A.
Sent: Monday, August 13, 2001 2:38 PM
To: Kinser, Robin D.; McKinney, Willie J; Podraza, Ken F.; Lau, Raymond W.; Hirnikel, Daniel J.; Gullotta, Frank P.; Davies, Bruce D.; Koller, Debbie
Subject: Understanding Smoking and Health Review - Richmond Projects

Hi all:
I am trying to schedule the Understanding Smoking and Health project review. Since the projects in this part of the plan are so numerous, I am breaking the review up over several half-days. We will cover all of the Richmond S&H projects together in one half-day.

To that end, please advise me of your availability on the following dates:
-September 26
-September 27

The review of the Richmond projects will require about 4 hours (app. 15 minutes per project). We should start at 8:00 am Richmond time and wrap-up around noon.

Please let me know your availability by next Tuesday (**August 21**).

Thanks,
Valerie

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